

Transition from **You** doing the work
to **You** supervising the work
getting done by others...



A 5-day
workshop that
will sharpen your
leadership and
communication
skills

*AGENCY MUST PAY TRAVEL COSTS

Essential Skills for New Supervisors

Developing a different perspective on your role

And

A different mindset about your organization.

Instructors: Dave Garcia & Rae Forseth

✓ **MARK YOUR CALENDAR!**

✠ **January 7 – 11, 2012**

Monday-Friday

8:00am-5:00pm

DOC Training Center

442 Golf Course Rd

Deer Lodge, Montana

What You Will Accomplish After This Training:

- ✧ The roles and responsibilities of a new supervisor
- ✧ How to communicate effectively as a supervisor
- ✧ How to effectively use problem-solving approaches as a supervisor
- ✧ How to identify workplace conflict and strategies to managing them
- ✧ How to work together as a team to accomplish organizational and personal goals
- ✧ Complete a supervisory development plan

***** This course is designed for new supervisors. *****

For registration and additional course information:

Geri Mason at (406) 846-1320 x 2307 gmason@mt.gov

Montana DOC staff must complete a training request form and receive approval from their supervisor(s) prior to attending this course.

The Department of Corrections will make reasonable accommodations for persons with disabilities who wish to participate in this training or need an alternative accessible format of this notice or related material. If you require accommodations, please contact Geri Mason, DOC Training Center, 442 Golf Course Rd, Deer Lodge, Montana, at 406-846-1320 ext 2307; fax # (406) 846-1484; or gmason@mt.gov.